**FY2017 BUDGET FOR THE EXPENDITURE OF STATE AID**

**Library:** _____

| | REQUESTED BUDGET | REVISED BUDGET (Limit three (3) per fiscal year, if necessary) | | |
|---|---|---|---|---|
| **Books and Materials** | | | | |
| **Salaries (1)** | | | | |
| **Internet Access (2)** | | | | |
| **Equipment (3)** | | | | |
| **Furniture** | | | | |
| **Supplies (4)** | | | | |
| **Other (5)** | | | | |
| **Contractual Services (6)** | | | | |
| **Fellowship (7)**<br>**Attach Application Forms** | | | | |
| **TOTALS** | 0.00 | | | |

Signature of Library Director Date

Budget Approved, Library Development Date

**NOTE: This section is to be used for any revisions made after your initial approved state aid budget has been returned to you. Please refrain from submitting more than 3 budget revisions if possible during the current fiscal year.**

Revised Budget Initials of Library Director: _____ Initial/Date _____ Initial/Date _____ Initial/Date

Revision Approved, Library Development: _____ Initial/Date _____ Initial/Date _____ Initial/Date

To avoid delays in receiving state aid funds, two (2) copies of this form with original signatures must be received by the Library of Virginia **no later than August 1, 2016**. Return forms to ATTN: Paranita Carpenter, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000. Please complete the next page containing supplementary information.

Rev. 3/16

1. List name, certificate number, and amount of state aid to be used for each certified librarian. Remember that up to 25% of the state aid grant may be used for salaries and benefits. DO NOT round dollars upward if you are using the entire 25%.

2. Include all computer hardware, software, and telecommunications fees used to provide Internet access for library patrons.

3. List new equipment having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

4. Refer to *Instructions for Expenditure of State Aid Grants* for definition of allowable supplies.

5. List other planned uses of state aid which do not fall under the categories above. The Division will review the items for compliance. Funds may be used for staff development/continuing education fees for professional staff.

6. List all maintenance contracts for equipment by vendor name and amount.

7. List name and amount of state aid to be used for each fellowship.